

Arlington School Committee Special Meeting
Thursday, June 26, 2014
4:30 PM

Arlington School Committee/Superintendents Retreat
Arlington High School Superintendents Office
869 Mass Avenue, 6th Floor Arlington, MA
02476

Opening Remarks

4:30 p.m. Digital Meeting Management Update Adam Kurowski (10 minutes)

4:40 p.m. Executive Session

Retreat for the Arlington School Committee and Superintendent Bodie to discuss Arlington Public Schools District Negotiations for Arlington Education Association.

· To conduct strategy sessions in preparation for negotiations with union and/or nonunion personnel or contract negotiations with union and/or nonunion in which if held in an open meeting may have a detrimental effect.

· To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

6:15 p.m. School Committee Internal Communications (15 minutes) B. Hayner

6:30 p.m. Adjournment

**The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*** Stated times and time amounts (listed in parenthesis) are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

Submitted by: Bill Hayner, Chair, Arlington School Committee



Town of Arlington, Massachusetts

Digital Meeting Management Update

ATTACHMENTS:

Type

Description

 [Cover Memo](#)

Letter from Adam to SC and Supt June 23, 2014

June 23, 2014

Dear School Committee and Staff,

For the meeting on Thursday June 26, 2014, we will be piloting the digital meeting management software called NovusAgenda. In order to help you with this pilot process, I have created a tutorial to show you the steps to log in to the system from any computer with an internet connection. Please see the tutorial on page 2 and follow the instructions using the username and password given to you in this email message.

You will also be receiving the agenda and meeting materials in the traditional paper format. Everything that is in the paper packet is also in the digital packet. You will notice that the layout and functionality of the digital packet is different, but I believe it to be easy to use. You cannot break the software, so please be curious when using the software. If we choose to purchase this software, we will be able to further customize the digital packet to meet staff and board needs. We already see a few areas where improvements could occur.

For the meeting, you will be given an iPad and internet connection to access the digital packet. You may also use the paper packet, but we hope you will at least try the digital packet at home and at the meeting in some capacity. Our software pilot timeframe is short and this may be the only chance you get to test the software prior to deciding to purchase or not.

Adam Kurowski (akurowski@town.arlington.ma.us or 781-316-3385) should be contacted with all technical questions leading up to the meeting. He will also be attending the meeting and will be sitting with Karen Fitzgerald to assist her and you throughout the meeting.

Sincerely,
Adam Kurowski



SCHOOL COMMITTEE MEMBER TUTORIAL

For NovusAgenda Software
Part of the Digital Meeting Management Project



1. Log-in to NovusAgenda Boardview

- Only users with log-in credentials have access to this site

<http://arlington.novusagenda.com/BoardWeb>

- Your user name and password can be retrieved at the Selectmen's Office
- Your password can be changed upon request to Adam Kurowski

2. Quick view of Upcoming Meetings.

- Click the HTML button to the right of the meeting to access the agenda

3. Agenda view

- Click an agenda item in the left hand column to access the item and see available attachments/reference material
- Click a link to download available attachments
- Open the attachment once download is complete

4. Add comments

- Click the Comments tab to write and save comments about an item
- All Comments will be saved to your profile. Your Comments will not be accessible to anyone else or the public
- When a Comment is saved, a cartoon icon is placed next to the item

5. Additional training is available in video format using the link to the right

<http://bcove.me/ynmytikx>